



தலைமைச் செயலாளர் செயலகம், கிழக்கு மாகாணம்
ප්‍රධාන ලේකම් කාර්යාලය, නැගෙනහිර පළාත
Secretariat of the Chief Secretary, Eastern Province

Web Site : www.ep.gov.lk

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கன்னியாவீதி, வரோதயநகர்,
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எனது இல
My No } EP/09/AP/05/2016

ඔබේ අංකය
உமது இல
Your No }

දිනය
திகதி
Date } 22/12/2016

Provincial Treasury Circular No: PT/12/2016

Secretaries,
Deputy Chief Secretaries,
Heads of Departments,
Eastern Province.

Preparation of “Annual Advance to Public Officers ‘B’ Accounts Reconciliation Statement” & Submission to Auditor General-2016

1. As per Provincial Financial Regulation 273, the Accounting Officers have to prepare annual Advance to Public Officers ‘ B’ Accounts Reconciliation Statement agreeable with 31st December balance in respect of Ministry/ Department under their purview & forward the same through Chief Accounting Officer.
2. Therefore it is the responsibility of the Heads of Departments to reconcile the monthly balances with Provincial Treasury records under the Advance to Public Officers ‘B’ Accounts of relevant Ministry/Department. Further, quarterly reconciliation be prepared & forwarded to Auditor General with a copy to Provincial Treasury.
3. For Financial Year 2016, If Advance to Public Officers ‘B’ Accounts limits are revised, this should be shown in form (I) under revised limit column & relevant approval letter also should be attached with Reconciliation Statement.
4. Debits/Credits that had arisen on loan settlements between Ministry & Department should be shown separately in form (I).
5. Relevant Ministry & Department should agree the year end book balances with Provincial Treasury Accounts and any differences should be shown in form (IV).

6. Heads of Departments must ensure that the respective Regional/ District/Zonal level offices should use all the forms and provide all required information when preparing the Reconciliation Statement.
7. Therefore Ministry / Department should combine all the relevant forms that are received from Regional / District / Zonal level offices for the preparation of consolidated Reconciliation Statement.
8. In case, if any quarterly accounts that have not been submitted to Provincial Treasury. Please take immediate action to submit the same,
9. If Advance to Public Officer's 'B' Account limits need any revision immediate action must be taken.
10. The specimens formats annexed here to should be used in the preparation of the Advance to Public Officer's Reconciliation Statement. These formats also could be down loaded from Eastern Provincial Council website.(www.ep.gov.lk)
11. The Advanced to Public Officer's Reconciliation Statement for the year 2016 should be prepared and submitted directly to Provincial Treasury **on or before** 15 th March 2017 in **four copies.** (Do not sent direct to Auditor General)

N.Meenadchsundaram,
Deputy Chief Secretary – Finance,
Eastern Province.

Sgd.D.M.Sarath Abayagunawardena
Chief Secretary,
Eastern Province.

- Copy to: 1. Secretary to the Hon Governor, EP.
2. Secretary to the Hon Chief Minister, EP.
3. Assistant Auditor General, Auditor General's Department, Trincomalee.
4. Chief Internal Auditor, Provincial Audit Department, EP.



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Date } 22/12/2016

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Secretaries,
Deputy Chief Secretaries,
Heads of Departments,
Eastern Province.

Preparation of “Annual Deposit Reconciliation Statement” & Submission to Auditor General-2016

1. As per Provincial Financial Regulation 245, the Accounting Officers have to prepare annual Deposit Reconciliation Statement agreeable with 31st December balance in respect of Ministry/ Department under their purview & forward the same through Chief Accounting Officer to Auditor General Department with a copy to Provincial Treasury.
2. Therefore it is the responsibility of the Heads of Departments to reconcile the monthly balances with Provincial Treasury records under the Deposit Accounts of relevant Ministry/Department. Further, quarterly reconciliation be prepared & forwarded to Auditor General with a copy to Provincial Treasury.
3. As per FR 215(III), (B), if any transfers had been made to General Deposit Account with the permission of Provincial Treasury, this sum must be shown in the form (II) of annual reconciliation statements. A copy of consent letter also should be attached.
4. Relevant Ministry & Department should agree the year end book balances with Provincial Treasury Accounts and any differences should be shown in form (IV).
5. Heads of Departments must ensure that the respective Regional/District/Zonal offices should use all the forms when preparing the Reconciliation Statement.

6. Therefore Ministry/ Department should combine all the relevant forms that are received from Regional / District/ Zonal offices in the preparation of consolidated Reconciliation Statement.
7. In case, if any quarterly accounts that have not been submitted to Provincial Treasury, please take immediate action to submit the same.
8. Relevant Ministry/Department should take appropriate action according to FR 571 with regard to lapsed deposit.
9. The Specimens formats annexed hereto should be used in the preparation of the Deposit Reconciliation Statement. These formats also could be down loaded from Eastern Provincial Council website.(www.ep.gov.lk)
10. The Deposit Reconciliation Statement for the year 2016 should be prepared and Submitted directly to Auditor General Department on **or before** 15 th March 2017 in **two copies**. With an additional copy to Provincial Treasury.

N.Meenadchisundaram
Deputy Chief Secretary – Finance,
Eastern Province.

Sgd.D.M.Sarath Abayagunawardena
Chief Secretary,
Eastern Province.

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